

## Job Aid:

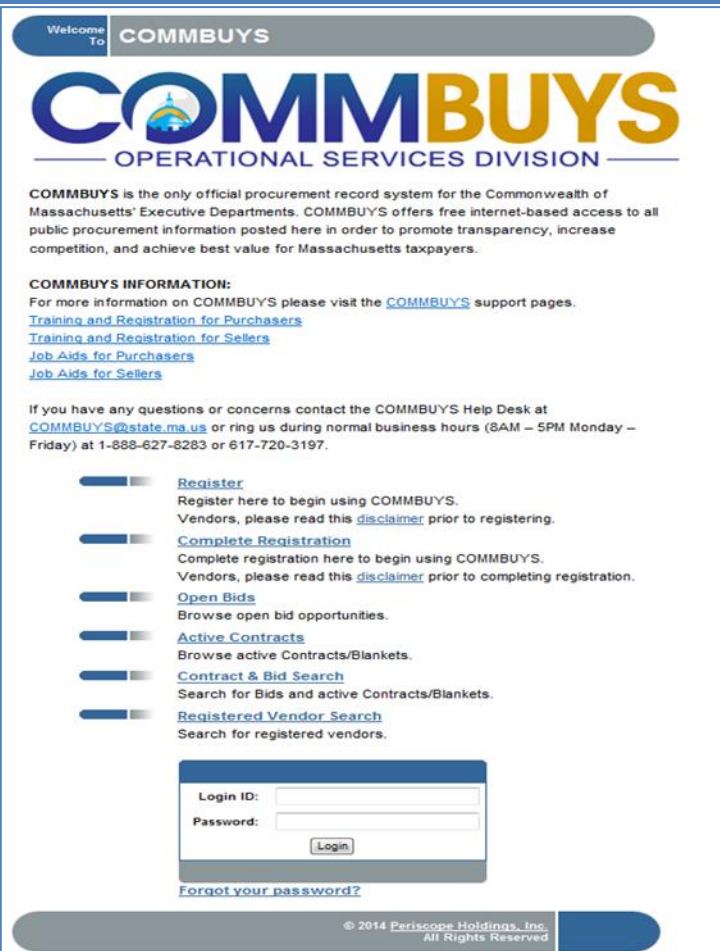
### How to Insert a Customized Logo onto a Purchase Order

#### This Job Aid shows how to:

Insert a customized agency or municipality logo onto a Purchase Order

#### Of Special Note:

- This document is intended for Organization Administrators.
- Currently the default logo for all State purchase orders is the state seal. Standalone organizations (municipalities, etc) PO's have no default logo. Standalone organizations now have the option to insert their own logo on Purchase orders.
- Acceptable file types are .png and .jpg, .png is recommended.
- Once uploaded, the image resizes to 100x100.
- The file size limitation for the image you are uploading is 500K. Larger files will increase the load time for the printable document.
- Once, uploaded, the path of the uploaded file will show next to the Print Logo label.
- There is no delete function. To replace the file, choose a new file using the browse button, and the original file will be overwritten.

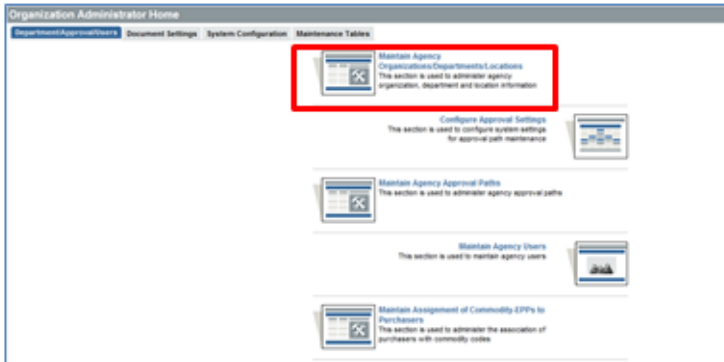
Screenshot	Directions
	<p><b>1. Sign into Commbuys</b></p> <ul style="list-style-type: none"> <li>• Launch the COMMBUYS website by entering the URL for <a href="https://www.commbuys.com">COMMBUYS</a> (<a href="https://www.commbuys.com">https://www.commbuys.com</a>) in the browser.</li> <li>• Enter your Login ID and password and click the <b>Login</b> button on the COMMBUYS landing page.</li> </ul>

## Job Aid:

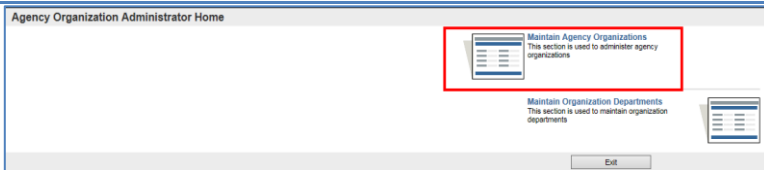
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#### Screenshot

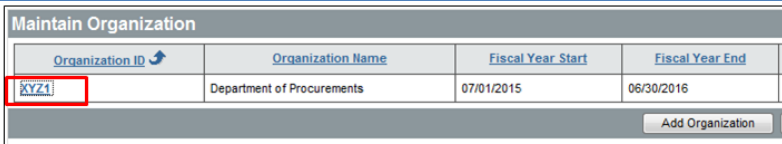
#### Directions



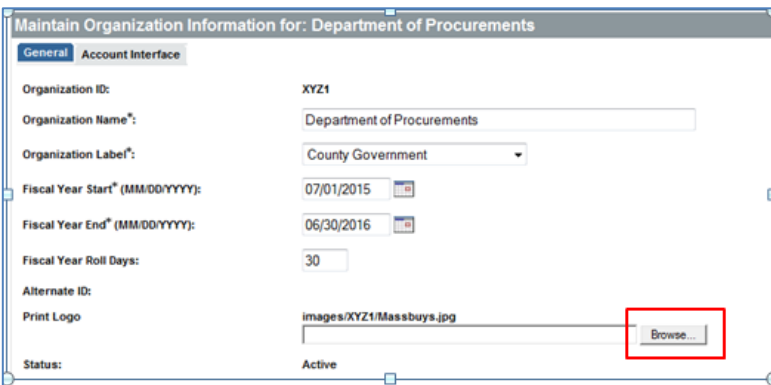
2. From the Organization Administrator Homepage select **Maintain Agency Orgs/Departments/Locations**



3. Select **Maintain Agency Organizations**



4. From the Maintain Organization click on the **Organization ID**



5. The Maintain Organization Information page displays. Click on the **Browse** button.

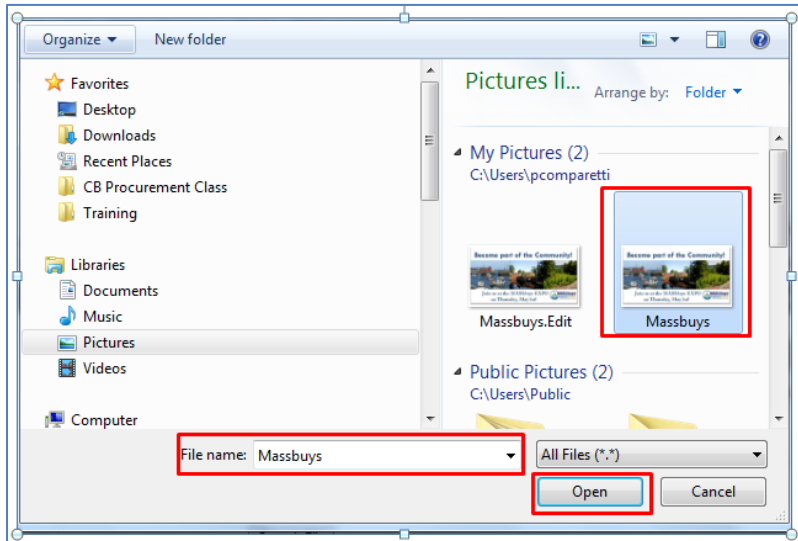
Note: If you are using the Chrome browser, the button labeled **Choose File**.

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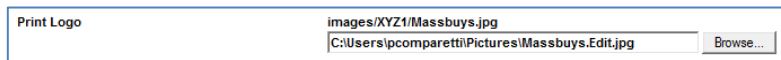
#### Screenshot

#### Directions

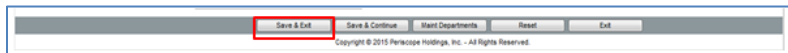


6. A search screen displays

- Search your computer files
- Locate and select the desired logo
- Click **Open**



7. Once selected the logo file name displays in the **Print Logo** field



8. **Save & Continue.** The logo will now display on all print and vendor copies of Purchase Orders